



Connect Consulting Services

Engage – Prepare - Recover

Emergency Management & Business Continuity Self-Assessment Checklist

	Assessment Criteria	Yes	No	Unk	Notes
1	Do you have staff assigned to keep the emergency management and business continuity program current?				
2	Have you identified internal and external risks to your organization? (Hazard Vulnerability Assessment)				
3	Does an Emergency Operations Plan (EOP) exist and are plans/policies updated to reflect identified hazards?				
4	Does a Business Continuity Plan (BCP) exist and are plans/policies updated reflecting identified hazards?				
5	Have essential functions been identified and do plans exist to support the identified essential functions during an emergency/disaster?				
6	Have program documents, plans/policies been reviewed for the current year?				
7	Does staff training occur annually focusing on emergency management, personal preparedness, continuity of operations, and business continuity?				
8	Are drills and exercises conducted to test plans, procedures, and capabilities?				
9	After drills and exercises, does a process exist to identify successes and opportunities for improvement which are documented as an after action report?				
10	Do communication redundancies exist and does the organization test a communication failure plan?				
11	Have orders of succession been identified? (If decision makers are unavailable, who is in charge?)				
12	Which issues (cyber security, staff safety, flood, fire, etc.) concern you most and do you have a plan to address those issues?				

For more information and/or assistance with emergency management and business continuity solutions, please contact Connect Consulting Services at:

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